

Approved For Release 2008/12/19 : CIA-RDP96-00289R000200020026-8

25 March - 1996

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0830-0900 Introduction & Course Admin 0900-1000 CMO/DDA - Managing Your Career 1000-1100 D/ODP- ODP Overview 1100-1200 D/OIS- OIS Overview	0900-1700 OMS Exercise Divide into four Groups: -Ops & Intel Production Support -Selection & Evaluation -Health Support -Medevac +Panel of OMS Specialists	0830-1030 Case Study #1 1030 - To Ames 1100-1700 OIS Briefings 1&1/2 hours each on: -FOIA -Info Management & Security -Regulations Process	0900-1000 1000 - 1100 Pentagon Rep 1100-1200 OMB Rep	0900-1000 Intro To Agency Computer Systems STAT 1000-1015 AIM Slide Show 1030-1200 VM Workshop
1300-1345 OTE Overview			1300-1400 Complete Case Study #1 1400-1600 Case Study #2 1600-1700 Quiz	1300-1430 AIM Workshop 1430 to Hqs 1500-1700 Tour of Northside and Ruffing Centers

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WEEK # 1

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0900-1000 Microcomputer & Graphics Workshop 1000-1100 Experiential Learning 1100 to CofC	0900-1000 OS Overview & Introduction to Workshops 1000-1700 Divide into groups for: -A Day at the Washington Field Office -A Hypothetical Adjudication Exercise -A Physical Security Exercise	0900-1700 OS Workshops Continued	0900-1700 OS Workshops Continued	0900-1100 OC Overview, videotape, panels 1100-1700 Tour Hqs Ops Center, Datacom, Secure Voice Section and Crisis Center
1300-1600 Myers-Briggs Workshop <i>COMMUNICATIONS + DECISION MAKING</i>				

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WEEK # 3

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0830-1200 [Redacted]	0830-0930 Quiz 0930-1100 Case Study #3 1100-1200 D/OF Overview of OF	0830-1100 Field Budget Exercise 1100-1200 Field Accounting System	0830-0930 Employee Travel (C/CTS/OP) 0930-1700 Travel Workshop (OF)	0830-1700 OTE Workshops on Stress and Time Management STAT
1300-1700 [Redacted]	1300-1430 Approval, Certification & Cash Control Responsibilities 1430-1530 [Redacted] 1530-1615 Monetary 1615-1700 [Redacted]	1300-1700 Class B Workshop		 STAT STAT STAT

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>0830-0900 Quiz</p> <p>0900-1000</p> <p>DO Rep - The COS & His Support Team</p> <p>1100-1200</p> <p>OC "Banding" Proposal</p> <p>1100-1200</p> <p>New Building Planning Staff</p>	<p>0900-1700</p> <p>OP</p>	<p>0830-1200</p> <p>OP</p> <p>Troubled Employee Workshop??</p>	<p>0900-1700</p> <p>OL Exercise</p>	<p>0900-1200</p> <p>OL Exercise</p>
<p>1300-1700</p> <p>OP</p>		<p>1300-1700</p> <p>OL Exercise</p> <p>Interactive Exercise</p>		<p>1300-1400</p> <p>STAT</p> <p>1400-1500</p> <p>Management Training Overview</p> <p>STAT</p> <p>1500-1700</p> <p>Critique & Wrap-up</p>

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